

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 323-2330



July 10, 1984

ALL-COUNTY LETTER NO. 84-71

TO: ALL COUNTY WELFARE DIRECTORS

REVISED PREPLACEMENT PREVENTIVE SERVICES QUARTERLY REPORT (SOC 291,  
6/84)

REFERENCE: ALL-COUNTY LETTER 83-95

This letter transmits the revised Preplacement Preventive Services Quarterly Report Form and reporting instructions, Form SOC 291 (Revised), which includes counts based on the revised emergency response guidelines, reorganizes the report, and makes other revisions based on program need.

The new emergency response guidelines change the emergency response from severe neglect ("initiated within 2 hours") and general neglect ("initiated within 5 days"), to severe neglect ("initiated immediately", and "initiated within 3 days") and general neglect ("initiated between 4 to 10 days"). These were reflected in revisions to the form in Section I, Part A, Item 2, where 2a has been changed, and 2b, 2c, and 2d have been added.

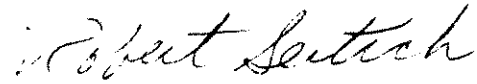
Additional changes should be noted. Section I, Part A, Item 6b no longer requires counts of service children. Section I, Part B, Items 6 through 8 have been changed to conform with program guidelines. Section I, Part D, Item 5, "Number Transferred to Other Counties or Non-CWD Agencies" has been added to the report.

Section II, Part B, Item 1 has been revised to capture counts of children who were re-referrals (due to neglect, abuse or exploitation) within the prior 12 months. Section II also includes the addition of Part C, to capture the reason for family maintenance services. Section II, Part E, changed the listed reasons for termination in Items 3, 5 and 6.

Reporting on the revised SOC 291 form is to begin with the July-September 1984 report quarter. Attached are copies of the revised SOC 291 form and reporting instructions, and a copy of the form for optional use, the Worksheet for Individual Report (Form SOC 164). Copies of the new forms may be ordered from the DSS Warehouse in late July.

If you have any questions regarding these reporting requirements, please call Kip Steely at (916) 323-2330 or (ATSS) 473-2330.

Sincerely,

A handwritten signature in cursive script, reading "Robert Sertich".

ROBERT T. SERTICH  
Deputy Director  
Administration

Attachments

cc: CWDA

26-518      REPORT ON PREPLACEMENT PREVENTIVE SERVICES

Quarterly Statistical Report on Emergency Response Program Activity  
and Family Maintenance Program Activity

(FORM SOC 291)

26-518.01    CONTENT

Form SOC 291 (Revised 6/84), Report on Preplacement Preventive Services, is designed to gather selected quarterly information on Preplacement Preventive Services (Emergency Response Program and Family Maintenance Program) provided to children in accordance with W&I Code, Section 16501, Chapter 978, Statutes of 1982 (SB 14). The report describes significant aspects of the emergency response investigation and intake process, and the nature of family maintenance services provided, and information on the movement of cases. The revised report also collects data for those Emergency Response Services Program children served and funded by Emergency Assistance-Abused, Neglected and Exploited Children (EA-ANEC) Program.

26-518.02    PURPOSE

The data will provide the basis for reports to the Legislature, and will be used by DSS in estimating, budgeting, and allocating funds for Preplacement Preventive Services. It will also provide information to administrative and program personnel within the State Department of Social Services, county welfare departments, and other interested agencies and persons.

26-518.03    DISTRIBUTION

Annual reports to the legislature are required by Section 16512 of the Welfare and Institutions Code. Summaries of the information will be made available to interested agencies and persons.

26-518.04    DUE DATE

All counties are required to submit the completed report to the Department of Social Services each quarter. Quarterly reports are to be received in Sacramento on or before the last working day of the month following the report quarter. If no Preplacement Preventive Services (Emergency Response Program or Family Maintenance Program) were provided during the report quarter, please indicate that fact on the report form. Submit one copy of the completed report to:

State Department of Social Services  
Statistical Services Branch  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

26-518.05 REPORT FORMAT

The Preplacement Preventative Services Report (SOC 291) consists of two sections. Section I collects information relating to Emergency Response Program intake activity and caseload movement, including selected information on the number of children receiving services funded (all or in part) by the EA-ANEC Program. Section II collects information on Family Maintenance Program caseload movement and services provided to children receiving family maintenance services.

26-518.10 INSTRUCTIONS FOR COMPLETING FORM SOC 291

26-518.20 SECTION I. EMERGENCY RESPONSE PROGRAM

PART A - EMERGENCY RESPONSE PROGRAM CASELOAD MOVEMENT

Report counts of families and of service children.

Column Instructions:

- Column 1: EA-ANEC Children - Report the number of children in Column (3) that received services funded (all or in part) by Emergency Assistance - Abused, Neglected and Exploited Children (EA-ANEC) funds. This is a duplicated count and should always be equal to or less than the entry for service children in Column (3).
- Column 2: Families - Any unit that functions as a family as defined in MPP Division 30-002(j). The SOC 164, Worksheet for Individual Report on Preplacement Preventive Services, may be used as the basis for the Family Count. The SOC 164 counts children only - a single SOC 164 will be used for each family, therefore, a count of the forms will provide count of the families.
- Column 3: Service Children - Children in families who were investigated in the emergency response referral by the social worker at the time of the initial face-to-face contact.

Item Instructions:

- Item 1: On hand, beginning of quarter - Report the number of families and children who received emergency response services in previous quarters and were still receiving emergency response services at the beginning of the current report quarter.
- This number should be the same as reported in Section I, Part A, Item 5 of the preceding quarter's report. If these numbers do not agree, the discrepancy must be explained in a footnote.
- Item 2: Received during current quarter - Report the total number of families and children who were referred and received an emergency response during the report quarter. An emergency response occurs only when there is a face-to-face contact. This count will be the same as Section I, Part B, Item 8, and equal the sum of Items 2a, 2b, 2c and 2d. A telephone contact only is not to be counted here.

If the family received emergency response or family maintenance services and the services were terminated in the current quarter, and the family received an emergency response again during the same quarter, count this as a new emergency response. This is an incidence count of the number of emergency responses in the quarter. This might happen several times during the report quarter.

It is possible that a child receiving family maintenance services, family reunification services or permanent placement services could be referred to the Emergency Response Program. Normally, this would not occur in the same district office, but it is possible in another district office in the same county. When an emergency response (face-to-face contact) occurs on behalf of a child currently in one of the above three programs, count the child as an emergency response case, and dispose of the emergency response case under Section I, Part D, Item 4. Do not show the child as terminated from family maintenance services.

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by Emergency Assistance - Abused, Neglected and Exploited Children (EA-ANEC) funds. This is a duplicated count and should always be equal to or less than the entry in Column (3).

- Item 2a. Number of responses initiated immediately - Report the number of responses in Item 2 that were initiated immediately.
- Item 2b. Number of responses not initiated immediately, but within 3 days - Report the number of responses in Item 2 that were not initiated immediately, but were initiated within 3 days.
- Item 2c. Number of responses initiated within 4 to 10 days - Report the number of responses in Item 2 that were initiated within 4 to 10 days.
- Item 2d. Number transferred in from other counties - Report the number of emergency response families and children transferred from other counties.
- Item 3. Total active during quarter - Add the entries for Items 1 and 2 above; do not include Items 2a, 2b, 2c or 2d.
- Item 4. Disposed of during quarter - Report the number of families and children that left the Emergency Response Program during the quarter, either by transfer to the Family Maintenance Program, Family Reunification Program or Permanent Placement Program, or who were investigated (face-to-face contact) but required no further action. This entry will equal the sum of the entries in Part D, Item 6.

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

- Item 5. On hand, end of quarter - Report the number of families and children still in the Emergency Response Program at the end of the quarter. (Item 3 minus Item 4 equals Item 5.) These numbers should correspond with the entries for Section I, Part A, Item 1 of the following quarter's report.
- Item 6. Special Information - Make no entry for this item.
- Item 6a. How many from Item 4 were over 21 days? - Report the number of families and service children whose emergency response services were extended beyond 21 calendar days by the court before their cases were transferred or closed. This is a duplicated count.
- Item 6b. No. of referrals - no investigation needed - This is an incidence count of referrals in which it was determined that emergency response services were not needed. (Where no face-to-face contact occurred, for example: telephone calls relating to emergency response services, information requests relating to emergency response services, etc.) This information will have to be developed separately from the worksheet (Form SOC 164). Emergency response referral related contacts will not be counted under I and R on the SOC 242.

#### PART B - REASON FOR EMERGENCY RESPONSE SERVICES

This part includes only those families and children received during the current quarter.

Items 1 through 5 include the broad categories of abuse and neglect. The remaining Items 6 through 8 are other categories or reasons for response.

Since the reason given by the person referring a case may not be explicit or may not state the most important problem, the primary reason for the emergency response must be determined and reported by the social worker assigned to the case. Items 1 through 8 are prioritized by primary reason. Thus, if a child is receiving an emergency response for general neglect (Item 4) and physical abuse (Item 2), the social worker will report Item 2, physical abuse, as the primary reason because it has the higher priority for statistical reporting purposes. Since each child in a referred family may have different priorities, report each child under the highest priority for each child. Report the family under the highest priority for any one child in the family.

In this part, only one reason for the emergency response is acceptable for each family and for each child. This is an unduplicated count.

A count for each family should be entered in the item that describes the primary reason for the emergency response for the family. A count for each child should be entered in the item that describes the primary reason for the emergency response for each child.

#### Item Instructions:

- Item 1. Sexual Abuse - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165(b) as "sexual assault".

- Item 2. Physical Abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165(d) and (e) as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury."
- Item 3. Severe Neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as prescribed by Penal Code Section 11165(d), including the intentional failure to provide adequate food, clothing, or shelter.
- Item 4. General Neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Item 5. Emotional Abuse - Means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Emotional abuse includes willfully causing or permitting any child to suffer, or inflicting thereon mental suffering, or endangering a child's emotional well-being as described in Penal Code Section 11165(d).
- Item 6. Exploitation - The act of forcing or coercing a child into performing activities for the benefit of the caretaker which are beyond the child's capabilities or capacities or which are illegal or degrading. Exploitation includes forcing workloads on a child in or outside the home so as to interfere with the health, education and well-being of the child.
- Item 7. Caretaker Absence or Incapacity - Means absence of caretaker (defined as parent/guardian) due to hospitalization, incarceration or death, incapacity of caretaker (defined as parent/guardian) to provide adequate care for the child due to physical or emotional illness, or disabling condition.
- Item 8. Total - Enter the sum of Items 1 through 7 above. This is the same as Part A, Item 2.
- Item 9. How Many from Item 8 were Abuse/Neglect in out-of-home care? - Report the number of children from Item 8 above that were in out-of-home care at the time of the emergency response.

## PART C - EMERGENCY RESPONSE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part C as were provided, but report only once any given type of service for each child. This will result in an unduplicated count of children receiving a specific type of service by each service.

Example: The family has two children, both of whom received emergency response services. During the quarter, one of the children spent five days in emergency shelter care, and the family received crisis intervention, initial intake, and three counseling sessions. Because one child received emergency shelter care, one child would be reported under "emergency shelter care". However, both children would be reported once under each of the other services received, as follows:

	Children
1. Initial Intake	2
2. Crisis Intervention	2
Counseling	2
Emergency Shelter Care	1

### Item Instructions:

Report the appropriate count for each designated item.

- Item 1. Initial Intake - Means investigating the circumstances and facts regarding a referral to the Emergency Response Program to determine the potential for or existence of any condition(s) which place children at risk and in need of services; and to determine the services which would best protect the childrens' interest and welfare.
- Item 2. Crisis Intervention - Means determining the precipitant of the crisis; offering support to all family members; defusing the situation; and assessing the potential for harm to all family members.
- Item 3. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem-solving; identifying goals; and exploring alternative behavior.
- Item 4. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home, or current foster care placement.
- Item 5. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.
- Item 6. Total - Enter the total of Items 1 through 5.



## PART D - EMERGENCY RESPONSE CASES DISPOSED OF DURING QUARTER

This part shows how the emergency response families and children were disposed of during the quarter.

In instances where there are several children with different case dispositions, report each child under the specific category. Report the family under only one specific category, as follows: where only one of three children was to receive a family maintenance service, but all received an emergency response, report the two children under Item 4, but report the abused child and family under the principal reason--Item 1. This is an unduplicated count. Count the family only when the last child is transferred out of the Emergency Response Program.

### Item Instructions:

Item 1. No. transferred to Family Maintenance - Report all Emergency Response Program families and children transferred to the Family Maintenance Program during the report quarter. (This count will be the same as the count entered on Section II, Part B, Item 1.)

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

Item 2. No. transferred to Family Reunification - Report all Emergency Response Program families and children transferred to the Family Reunification Program during the report quarter.

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

Item 3. No. transferred to Permanent Placement - Report all Emergency Response Program families and children that were transferred to the Permanent Placement Program during the report quarter.

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

Item 4. No. of cases investigated and closed - no further action needed - Report the number of families and children that were investigated for services (face-to-face contacts only), but where the problem was resolved or no further service activity was warranted.

EA-ANEC - In Column (1), report the number of children in Column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

Item 5. No. transferred to other counties or non-CWD agencies - Report the number of families and children that were transferred to other counties or non-CWD agencies during the report quarter.

EA-ANEC - In Column (1), report the number of children in column (3) that received services funded (all or in part) by EA-ANEC funds at the time of the transfer. This is a duplicated count and should always be equal to or less than the entry in Column (3).

Item 6. Total - Same as Part A, Item 4, and sum of Items 1 through 5 above.

26-518.30 SECTION II. FAMILY MAINTENANCE PROGRAM

PART A - FAMILY MAINTENANCE PROGRAM CASELOAD MOVEMENT

This part provides the caseload movement and number of families and service children receiving Family Maintenance Program services during the report quarter.

Item Instructions:

- Item 1. On hand, beginning of quarter - Report the number of families and service children receiving family maintenance services on the first day of the report quarter.
- This number should be the same as reported in Section II, Part A, Item 5 of the preceding quarter's report. If there is a discrepancy, it must be explained in a footnote.
- Item 2. Transferred to Family Maintenance during quarter - Enter the total from Section II, Part B, Item 5.
- Item 3. Total active during quarter - Enter the sum of Items 1 and 2.
- Item 4. Terminated Family Maintenance Services cases during quarter - Enter the sum of 4a., 4b., 4c., and 4d. This figure should be the same as Section II, Part E, Item 7.
- Item 4a. Open less than 6 months - Report the number of family maintenance cases that had been open less than six months at the time of closing.
- Item 4b. Open 6 months, less than 9 months - Report the number of family maintenance cases that had been open 6 to 9 months at the time of closing.
- Item 4c. Open 9 months, less than 12 months - Report the number of family maintenance cases that had been open 9 to 12 months at the time of closing.
- Item 4d. Open over 12 months - Report the number of family maintenance cases that had been open more than 12 months at the time of closing.
- Item 5. On hand, end of quarter - Enter the result of subtracting Item 3 minus Item 4.

PART B - TRANSFERRED TO FAMILY MAINTENANCE PROGRAM

This part reports the number of families and children transferred to the Family Maintenance Program and reports what program they were in prior to the transfer.

Item Instructions:

- Item 1. Transferred from Emergency Response - Enter the total of 1a. and 1b. This figure should equal Section I, Part D, Item 1.

Item 1a. Voluntary - Report the number of families and children from Item 1 where the family gave its voluntary consent to receive family maintenance services.

Item 1a. (1) How many from Item 1a were re-referrals? Re-referral cases are defined as those cases which were opened due to neglect, abuse or exploitation, closed with the child remaining in or being returned home, and referred to the Family Maintenance Program as a result of subsequent abuse, neglect or exploitation within 12 months from the date the case was closed. (Please note that new referrals are defined as those children which have no prior emergency response services (including EA-ANEC eligible children), family maintenance services, family reunification services or permanent placement services case histories within 12 months from the date of referral.)

Item 1b. Court Ordered - Report the number of families and children from Item 1 where the court ordered their participation in the Family Maintenance Services Program.

(1) How many from Item 1b were re-referrals? Re-referral cases are defined as those cases which were opened due to neglect, abuse or exploitation, closed with the child remaining in or being returned home, and referred to the Family Maintenance Program as a result of subsequent abuse, neglect or exploitation within 12 months from the date the case was closed. (Please note that new referrals are defined as those children which have no prior emergency response services (including EA-ANEC eligible children), family maintenance services, family reunification services or permanent placement services case histories within 12 months from the date of referral.)

Item 2. Transferred from Family Reunification - Report the number of families and children transferred from the Family Reunification Program to the Family Maintenance Program.

Item 3. Transferred from Permanent Placement - Report the number of families and children transferred from the Permanent Placement Program to the Family Maintenance Program.

Item 4. Transferred from other counties or non-CWD agencies - Report all other families and children transferred to the Family Maintenance Program that were not shown under Items 1 through 3.

Item 5. Total - Enter the total families and children transferred to the Family Maintenance Program. This is the sum of Items 1 through 4. This figure should be the same as Section 2, Part A, Item 2, and Part C, Item 8.

#### PART C - REASONS FOR FAMILY MAINTENANCE SERVICES

This part includes families and service children transferred to the Family Maintenance Program during the current quarter.

The primary reason for family maintenance services must be determined and reported by the social worker assigned to the case. Items 1 through 6 are prioritized by primary reason. Thus, if a child is receiving family maintenance

services for general neglect (Item 4) and physical abuse (Item 2), the social worker will report Item 2, physical abuse, as the primary reason because it has the higher priority for statistical reporting purposes. Since each child in a family maintenance services family may have different priorities, report each child under the highest priority for each child. Report the family under the highest priority for any one child in the family.

In this part, only one reason for family maintenance services is acceptable for each family and for each child. This is an unduplicated count.

A count for each family should be entered in the item that describes the primary reason for family maintenance services for the family. A count for each child should be entered in the item that describes the primary reason for the family maintenance services case for each child.

Item Instructions:

- Item 1.     Sexual Abuse - Means the victimization of a child by sexual activities including, but not limited to, those activities defined in Penal Code Section 11165(b) as "sexual assault".
- Item 2.     Physical Abuse - Means nonaccidental bodily injury that has been or is being inflicted on a child. It includes, but is not limited to, those forms of abuse defined by Penal Code Sections 11165(d) and (e) as "willful cruelty or unjustifiable punishment of a child" and "corporal punishment or injury."
- Item 3.     Severe Neglect - The negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. "Severe neglect" also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as prescribed by Penal Code Section 11165(d), including the intentional failure to provide adequate food, clothing, or shelter.
- Item 4.     General Neglect - Means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Item 5.     Emotional Abuse - Means nonphysical mistreatment, the results of which may be characterized by disturbed behavior on the part of the child such as severe withdrawal, regression, bizarre behavior, hyperactivity, or dangerous acting-out behavior. Such disturbed behavior is not deemed, in and of itself, to be evidence of emotional abuse. Emotional abuse includes willfully causing or permitting any child to suffer, or inflicting thereon mental suffering, or endangering a child's emotional well-being as described in Penal Code Section 11165(d).

- Item 6. Exploitation - The act of forcing or coercing a child into performing activities for the benefit of the caretaker which are beyond the child's capabilities or capacities or which are illegal or degrading. Exploitation includes forcing workloads on a child in or outside the home so as to interfere with the health, education and well-being of the child.
- Item 7. Caretaker Absence or Incapacity - Means absence of caretaker (defined as parent/guardian) due to hospitalization, incarceration or death, incapacity of caretaker (defined as parent/guardian) to provide adequate care for the child due to physical or emotional illness, or disabling condition.
- Item 8. Total - Enter the sum of Items 1 through 7 above. This is the same as Section II, Part A, Item 2, and Part B, Item 5.

#### PART D - FAMILY MAINTENANCE SERVICES PROVIDED

This part reports the number of children who received each of the listed preventive or remedial services. This is a duplicated count. Enter as many of the itemized services in Part D as were provided, but make only one entry for any given service for each child. This will result in an unduplicated count of children receiving each type of service.

#### Item Instructions:

Enter the appropriate count for each designated item. Then enter the sum of Items 1 through 7 in the space provided.

- Item 1. Counseling - Means assisting the recipient to analyze and better understand the situation; selecting methods of problem solving; identifying goals; and exploring alternative behavior.
- Item 2. Emergency Shelter Care - Means providing a protective environment for a child who must be immediately removed from his/her own home or current foster care placement, and who cannot be immediately returned to his/her own home, or current foster care placement.
- Item 3. Parenting Training - Means child development, home management and consumer education provided through social services and/or specialized formal instruction and practice in parenting skill achievement.
- Item 4. Respite Care - Means the provision of prearranged care in residential settings other than the child's own home when a parent is absent or incapacitated, and a determination has been made that temporary placement is in the child's best interest. Respite care is offered as part of a service plan to allow a temporary respite of parental duties, so that the parent is able to perform other responsibilities necessary to improve or maintain the parenting function.
- Item 5. Teaching and Demonstrating Homemaker - Means a person who provides homemaking instruction through discussion and example to parents/caretakers and/or families when parental functioning can be improved by teaching more effective child care skills and home maintenance.

currently in family maintenance services, count the child as an emergency response case, and dispose of the emergency response case under Section I, Part D, Item 4. Do not report the child as terminated from family maintenance services.

Item Instructions:

Items 1 through 6. Self-explanatory - Enter appropriate count for each item.

Item 7. Total - The total number of children whose cases were terminated during the quarter. Same as Section II, Part A, Item 4.

## 26-518.90 FORM SOC 291 AND WORKSHEET SOC 164

Section 26-518-90 includes Form SOC 291, the Preplacement Preventive Services Quarterly Report, and Form SOC 164, the Worksheet for individual report on Preplacement Preventive Services.

### FORM SOC 291

At the top of the front of the SOC 291, provide the name of the county and the month and year the report quarter ended. Enter the figures required for each item on the form. If there is nothing to report on an item, enter "0". Do not leave any items blank.

### FORM SOC 164

Form SOC 164 is a worksheet (with instructions to follow for the Social Worker) provided to help counties meet the requirement of a quarterly report on preplacement preventive services. The principal purpose of the Form SOC 164 and instructions is to enable counties to collect, and compile, in a uniform format on an ongoing basis, data required in summary form on the report of Preplacement Preventive Services, Form SOC 291. The SOC 164 will count children only. Each SOC 164 will be the basis of the family count.

The items on Form SOC 164 correspond to the items on Form SOC 291, and are defined exactly as they are in Division 30.

Section I of the SOC 164 provides data on Emergency Response Services and Section II provides data on Family Maintenance Services. The worksheet is designed so that counties may send the emergency response side with the case file when the case is transferred to the Family Maintenance Program (and send a photocopy to the statistician responsible for the SOC 291) or start a new SOC 164, Section II with the Family Maintenance Program case file, etc. Counties have the necessary latitude with this report form to manage their internal systems while providing the state with the preplacement preventive services reporting as required.



Although this does not include the routine provision of regular homemaker services, teaching and demonstrating homemakers may provide direct child care and home maintenance services incidental to the primary goal of improving parent functioning through demonstrating and teaching the skills required to successfully manage and maintain the home and meet the needs of children in that setting. This instruction is available on a 24-hour basis as resources permit. It does not necessarily have to be provided during the parents' presence in the home.

Item 6. Temporary In-Home Caretakers - Means a person who provides temporary care to a child in his/her own home in lieu of out-of-home placement when a parent(s)/guardian(s) is unable to care for the child because of an absence or illness and there is no other caretaker available to provide necessary care. Temporary in-home caretakers do not provide routine, ongoing child day care.

Item 7. Transportation - Means conveying a recipient from one place to another when mobility is necessary to support a specific service plan, and no other means of conveyance is available.

Item 8. Total - Enter the sum of Items 1 through 7.

#### PART E - REASONS FOR TERMINATION OF FAMILY MAINTENANCE SERVICES

This part describes the principal reason family maintenance services were terminated. Only the principal reason should be reported. This is an unduplicated count.

In cases where there are several children with different case dispositions, report each child under the specific principal category. [For purposes of Section II, Part A, Item 4, Column (1), the family is not reported as terminated in the report as long as one child in the home is receiving family maintenance services.]

#### Examples:

1. There are two children in the family. Both children receive family maintenance services during the quarter. One of the children is transferred to family reunification while the other child remains in the home; report only the one child transferred to the Family Reunification Services Program under Part E, Item 5, and Part A, Item 4.
2. Same family situation. In the following quarter, the child that remained in the home is dismissed by the court. Count the remaining child under Part E, Item 2, and count the family and child under Part A, Item 4.
3. Same family, but both children's services are terminated on the same day. Count one child each under Part E, Item 2 and Item 5. Count the family and both children under Part A, Item 4.

It is possible that a Family Maintenance Program child could be referred to the Emergency Response Program. Normally, this would not occur in the same district office, but it is possible in another district office in the same county. When an emergency response (face-to-face contact) occurs on behalf of a child

**SECTION II - FAMILY MAINTENANCE PROGRAM**

<b>PART A. FAMILY MAINTENANCE PROGRAM CASELOAD MOVEMENT</b>	<b>FAMILIES</b>	<b>SERVICES CHILDREN</b>
1. On hand, beginning of quarter (Same as Section II, Part A, Item 5 Last Quarter)	67	88
2. Transferred to Family Maintenance during quarter (Same as Section II, Part B, Item 5)	68	70
3. Total active during quarter (Sum of Items 1 and 2 above)	71	72
4. Terminated Family Maintenance services cases during quarter (Same as Section II, Part E, Item 7) (Also sum of Items 4a-4d)	73	74
a. Open less than 6 months	75	76
b. Open 6 months, less than 9 months	77	78
c. Open 9 months, less than 12 months	79	80
d. Open over 12 months	81	82
5. On hand, end of quarter (Item 3 minus 4)	83	84

**PART B. TRANSFERRED TO FAMILY MAINTENANCE PROGRAM**

1. Transferred from Emergency Response (Same as Section I, Part D, Item 1) (Also sum of a & b below)	85	86
a. Voluntary	87	88
1) How many from "a" were re-referrals?	89	90
b. Court Ordered	91	92
1) How many from "b" were re-referrals?	93	94
2. Transferred from Family Reunification	95	96
3. Transferred from Permanent Placement	97	98
4. Transferred from other Counties or non-CWD Agencies	99	100
5. Total (Same as Section II, Part A, Item 2)(Also sum of Items 1-4 above)	101	102

**PART C. REASONS FOR FAMILY MAINTENANCE SERVICES**

1. Sexual Abuse	103	104
2. Physical Abuse	105	106
3. Severe Neglect	107	108
4. General Neglect	109	110
5. Emotional Abuse	111	112
6. Exploitation	113	114
7. Caretaker Absence or Incapacity	115	116
8. Total (Same as Section II, Part B, Item 5)	117	118

**PART D. FAMILY MAINTENANCE SERVICES PROVIDED**

1. Counseling		119
2. Emergency Shelter Care		120
3. Parenting Training		121
4. Respite Care		122
5. Teaching and Demonstrating Homemaker		123
6. Temporary In-Home Caretakers		124
7. Transportation		125
8. Total		126

**PART E. REASONS FOR TERMINATION OF FAMILY MAINTENANCE SERVICES**

1. Services objectives achieved and voluntary services terminated		127
2. Services objectives achieved and court dismissed dependency		128
3. Time limits expired		129
4. Referred to other counties or non-CWD Agencies		130
5. Transferred to Family Reunification		131
6. Transferred to Permanent Placement		132
7. Total (Same as Section II, Part A, Item 4)(Also sum of Items 1-6 above)		133

PERSON TO CONTACT REGARDING THIS REPORT

TELEPHONE NUMBER

DATE

## SECTION II - FAMILY MAINTENANCE SERVICES

### IDENTIFYING INFORMATION

FAMILY LAST NAME	FAMILY FIRST NAME(S)	CASE NUMBER
CHILD(REN)'S LAST NAME	CHILD(REN)'S FIRST NAME(S)	WORKER IDENTIFICATION NUMBER

### PART A. FAMILY MAINTENANCE SERVICES CASE INFORMATION

1. Number of children at risk: ..... 2. Date Services case established: .....

### PART B. SOURCE OF FAMILY MAINTENANCE SERVICE CASE

### NUMBER OF CHILDREN

1. Case transferred from Emergency Response - Voluntary .....	
a. How many from 1 were re-referrals (within 1 year)? .....	( )
2. Case transferred from Emergency Response - Court Ordered .....	
a. How many from 2 were re-referrals (within 1 year)? .....	( )
3. Case transferred from Family Reunification .....	
4. Case transferred from Permanent Placement .....	
5. Case transferred from other Counties or non-CWD Agencies .....	
6. Total .....	

### PART C. REASON FOR FAMILY MAINTENANCE SERVICES

(Count Child Only Once - In Order of Priority)

1. Sexual Abuse .....	
2. Physical Abuse .....	
3. Severe Neglect .....	
4. General Neglect .....	
5. Emotional Abuse .....	
6. Exploitation .....	
7. Caretaker Absence or Incapacity .....	
8. Total .....	

### PART D. FAMILY MAINTENANCE SERVICES PROVIDED

(Count Child Once for Each Type of Service Received)

1. Counseling .....	
2. Emergency Shelter Care .....	
3. Parenting Training .....	
4. Respite Care .....	
5. Teaching and Demonstrating Homemaker .....	
6. Temporary In-Home Caretakers .....	
7. Transportation .....	
8. Total .....	

### PART E. REASON FOR TERMINATION OF FAMILY MAINTENANCE CASE

### DATE TERMINATED

### NUMBER OF CHILDREN

### LENGTH OF TIME CASE WAS OPEN

UNDER 6 MONTHS 6 MOS. - LESS THAN 9 MOS. 9 MOS. - LESS THAN 12 MOS. OVER 12 MONTHS

1. Services objectives achieved and voluntary services terminated .....					
2. Services objectives achieved and court dismissed dependency .....					
3. Time limits expired .....					
4. Referred to other counties or non-CWD Agencies .....					
5. Transferred to Family Reunification .....					
6. Transferred to Permanent Placement .....					
7. Total .....					

# WORKSHEET FOR INDIVIDUAL REPORT ON PREPLACEMENT PREVENTIVE SERVICES

## SECTION I — EMERGENCY RESPONSE SERVICES

### IDENTIFYING INFORMATION

FAMILY LAST NAME	FAMILY FIRST NAME(S)	CASE NUMBER
CHILD(REN)'S LAST NAME	CHILD(REN)'S FIRST NAME(S)	WORKER IDENTIFICATION NUMBER

### PART A. EMERGENCY RESPONSE SERVICES CASE INFORMATION

- Date Emergency Response Case was received .....
- Was the Emergency Response:
  - Initiated Immediately? ..... ☐
  - Not initiated immediately, but within 3 days? ..... ☐
  - Initiated within 4 to 10 days? ..... ☐
  - Transferred in from other counties? ..... ☐

### PART B. REASON FOR THE EMERGENCY RESPONSE

#### NUMBER OF CHILDREN

(Count Child Only Once - In Order of Priority)

- |   |                          |
|---|--------------------------|
| 1. Sexual Abuse .....   |                          |
| 2. Physical Abuse .....   |                          |
| 3. Severe Neglect .....   |                          |
| 4. General Neglect .....  |                          |
| 5. Emotional Abuse .....  |                          |
| 6. Exploitation .....   |                          |
| 7. Caretaker Absence or Incapacity .....  |                          |
| 8. Total .....  |                          |
| 9. How many children from Item 8 were Abused/Neglected in out-of-home care? ..... | ( <input type="text"/> ) |

### PART C. EMERGENCY RESPONSE SERVICES PROVIDED

(Count Child Once for Each Type of Service Received)

- |                                 |  |
|---------------------------------|--|
| 1. Initial Intake .....         |  |
| 2. Crisis Intervention .....    |  |
| 3. Counseling .....             |  |
| 4. Emergency Shelter Care ..... |  |
| 5. Transportation .....         |  |
| 6. Total .....                  |  |

### PART D. REASON FOR TERMINATION OF EMERGENCY RESPONSE SERVICES

DATE TERMINATED	# OF CHILDREN		# OF CHILDREN FUNDED BY EA-ANEC
	21 DAYS AND UNDER	OVER 21 DAYS	

- |   |  |  |  |
|---|--|--|--|
| 1. Transferred to Family Maintenance .....                                |  |  |  |
| 2. Transferred to Family Reunification .....                              |  |  |  |
| 3. Transferred to Permanent Placement .....                               |  |  |  |
| 4. Investigated and closed (or resolved) - no further action needed ..... |  |  |  |
| 5. Number transferred to other counties or non-CWD agencies .....         |  |  |  |
| 6. Total .....  |  |  |  |

COMMENTS:

# PREPLACEMENT PREVENTIVE SERVICES

## QUARTERLY STATISTICAL REPORT ON EMERGENCY RESPONSE PROGRAM ACTIVITY AND FAMILY MAINTENANCE PROGRAM ACTIVITY

COUNTY	CODE	1
QUARTER ENDING		2
		19

### SECTION I — EMERGENCY RESPONSE PROGRAM

#### PART A. EMERGENCY RESPONSE PROGRAM CASELOAD MOVEMENT

	(EA - ANEC CHILDREN)	FAMILIES	SERVICE CHILDREN
1. On hand, beginning of quarter (Same as Sec. I, Part A, Item 5, Last Qtr.)		3	4
2. Received during current quarter (Same as Section I, Part B, Item 8)(Also sum of Items 2a-2d below)	( )	6	7
a. Number of responses initiated immediately		8	9
b. Number of responses not initiated immediately, but within 3 days		10	11
c. Number of responses initiated within 4 to 10 days		12	13
d. Number transferred in from other counties		14	15
3. Total active during quarter (Sum of Items 1 and 2)		16	17
4. Disposed of during quarter (Same as Section I, Part D, Item 6)	( )	18	19
5. On hand, end of quarter (Item 3 minus Item 4)		21	22
6. SPECIAL INFORMATION:		23	24
a. How many from Item 4 were over 21 days?	( )	( )	( )
b. Number of referrals - No investigation needed (ER Telephone Contacts)	( )	25	( )

#### PART B. REASON FOR EMERGENCY RESPONSE SERVICES

1. Sexual Abuse		28	27
2. Physical Abuse		28	29
3. Severe Neglect		30	31
4. General Neglect		32	33
5. Emotional Abuse		34	35
6. Exploitation		36	37
7. Caretaker Absence or Incapacity		38	39
8. Total (Same as Section I, Part A, Item 2) (Also sum of Items 1-7 above)		40	41
9. How many from Item 8 were Abuse/Neglect in out-of-home care?		( )	42

#### PART C. EMERGENCY RESPONSE SERVICES PROVIDED

1. Initial Intake			43
2. Crisis Intervention			44
3. Counseling			45
4. Emergency Shelter Care			46
5. Transportation			47
6. Total			48

#### PART D. EMERGENCY RESPONSE CASES DISPOSED OF DURING QUARTER

1. Number transferred to Family Maintenance (Same as Section II, Part B, Item 1)	( )	50	51
2. Number transferred to Family Reunification	( )	52	53
3. Number transferred to Permanent Placement	( )	55	56
4. Number of cases investigated and closed — no further action needed	( )	58	59
			60